

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01312615 DATE POSTED: 10/03/16
POSITION NO: 213022 CLOSING DATE: OUF
POSITION TITLE: Engineering Technician
DEPARTMENT NAME / WORKSITE: DNR/Crownpoint Land Office/Crownpoint, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8 a.m. - 5 p.m PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Assist in conducting legal survey within the Eastern Agency of the Navajo Nation, assist with topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; assist with historical surveys; record field measurements and sketches; and computes survey data with the assistance of the Senior Engineering Technician. Reduce field notes, re-check all legal survey land plat descriptions for home site leases before it is uploaded onto a master Geographic Information Systems (GIS) maps which depict all approved homesite leases. Assist in Scanning of survey plats and plotting the coordinates onto a master map for recordation of digital data into the Navajo Land Title Data Systems (NLTDS). Assist clients with home site leases packets to insure all required documents are adhered before submission for approval. Assist with presentations on the overall homesite processes, Navajo Land Department master plans for the department and accomplishments of the Navajo Land Department. Utilizes ATV's and heavy equipment's in the remote location to conduct legal surveys.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of basic surveying or AutoCAD work experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Special Knowledge: 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation. **Skills and Abilities:** 1) Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings; 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone/etiquette when responding to inquires and complaints. Preferred Navajo language speaking individual who would effectively communicate with the Navajo clients in the field and providing public education at the chapter government. Possess a valid driver's license to obtain a Navajo Nation Vehicle Operator's Permit. Must be willing to travel overnight. The job requires carrying up to 35 pounds of equipment when hiking several miles in heavy and rugged terrains with deep slopes to conduct legal surveys. **MUST SPEAK NAVAJO LANGUAGE**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.